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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Administration      DATE: 5 December 1952  
Division, Office of Personnel

FROM : Director of Training

SUBJECT: Position Descriptions - Training Aids Branch, Support Staff

1. Attached are position descriptions in quintuplicate for all positions in the Training Aids Branch except position U 106 and U 126, which will be submitted at a later date.

2. Request is made that priority be given to review and rewriting of 4 positions:

5      U 112 Upgraded from GS-4 to GS-5 because of additional responsibilities.

4      U 114.02 Upgraded from GS-3 to GS-4 because duties are identical with U 582 and U 582.01.

1      U 580 Changed from Document Control Officer, GS-9, to Librarian, GS-5, with duties similar to U 579 and U 579.01.

1      U 584.01 Change from GS-6 Training Assistant to GS-9. Laboratory Electronic Mechanic.



for MATTHEW BAIRD  
Director of Training

# 479

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